King County	Department of Adult and Juvenile Detention Adult Divisions General Policy Manual	
	Chapter 6 **Classification**	
6.04.006, Inmate Marriages	Approved By:	Director John Diaz
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	Reviewed By:	CPA, PRC
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Policy

It is the policy of the department to allow a marriage between an inmate and a person who is not in department custody.

References

Department Policy:	7.06.004, Visiting	
Department Forms:	Service Request Kite	(F-530)
	Visitor's Slip	(F-535)

A. General Guidelines

1. All marriages shall be:
   a. Performed during the inmate's regularly scheduled visiting time.
   b. Performed only in the public visiting area via window/telephone visit.
2. Special visits, attorney-visiting booths, and face-to-face contact visits are prohibited.
3. On duty department staff shall not participate in or assist in any marriage.
4. Department chaplains, religious services providers, and program volunteers shall not serve as witnesses and are prohibited from participating.
5. A Corrections Program Specialist (CPS) shall provide notary services to an inmate once they have received the application in the mail, and the inmate submits a Kite request to Classification.

B. Customer Service Specialist IIIs (CSS IIIs) shall:

1. Ensure each visitor presents valid ID and complete a Visitor's Slip (F-535) at KCCF.
2. Only allow visits during the inmates regularly scheduled visiting hours.
   a. A completed and notarized marriage license must be presented at the time of the visit.
   b. Ensure all visitors comply with department policy 7.06.004, Visiting, or terminate the visit.
3. Check all visitors for outstanding warrants and no-contact orders between the inmate and each visitor. If any are found, the visit shall be terminated and the ITR Sergeant notified.

4. Forward the completed marriage license to the appropriate floor control (KCCF) or housing unit (MRJC) officer for the inmate to sign after the marriage visit.
    a. Once the inmate has signed the marriage license, it shall be returned to the visitors.

C. Floor Control (KCCF)/Visiting Control (MRJC) Officers shall:

1. Ensure that the visitors names appear on the pre-scheduled visiting list.
2. Ensure the inmate receives the completed marriage license to sign.
    a. The signed license shall be returned to reception.
3. Only admit four visitors into one window/telephone visiting booth. This includes:
    a. One (1) out-of-custody person to be married.
    b. One (1) officiating person.
    c. Two (2) out-of-custody witnesses.
    d. If the out-of-custody person to be married is not accompanied by two witnesses and the officiant, then the visit shall be terminated.
    e. In-custody witnesses shall not be allowed.
    f. The ITR Sergeant shall be notified of any visit terminations.